

18 July 1972

MEMORANDUM FOR: Executive Director-Comptroller

SUBJECT : Semi-Annual Report of Records Management Board--Final

1. This report is for your information only.
2. During these final six months this original Records Management Board, of the senior Records Officers representing each Directorate, has continued to focus its primary attention in two areas: (a) the reduction of records volumes and (b) the strengthening of microfilm activities in the Directorates.
3. The efforts to control the records volume resulted in our concluding the fourth consecutive fiscal year with a net reduction in the Records Center. During FY 1972 the Center accessioned 7,832 cubic feet and destroyed or transferred 7,903 feet for a net volume decrease of 71 cubic feet. Since the Board was created in July 1968 its Records Purge effort resulted in the removal of 69,297 feet from the Records Center which is 66% of the volume on hand initially. (This complied with Col. White's request to dispose of half the Center's holdings.) During that same 1968-1972 period 55,376 feet of new records were accessioned. We now conclude the Purge of the records in storage with an overall net volume reduction of 13,921 feet.
4. Other accomplishments related to the volume control include:
 - a. In our 30 April 1969 report this Board recommended installing motorized shelving to increase the capacity of the Records Center. In May 1972 this project was completed for a net increase of 29,098 feet in the Center's shelf capacity. We also acquired [REDACTED] and converted it for another 13,548 feet of records storage capacity.
 - b. In our efforts to establish the Agency Archives this Board developed ad hoc procedures and deposits which can be fully absorbed into the new formalized Archives.
 - c. More than half the Agency Retention Plans for Archival records have been completed in this reporting period. These Plans identify the permanent records and the specific "Offices of Record" responsible for them. Retention Plans for each of

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the offices in the DCI area as well as in the Support and Science and Technology Directorates are complete. All but two offices in the DCI are complete. The Plans Directorate is developing a system to automate its office of record and retention listings.

d. Agencywide the Component Records Officers have accepted the Board's plan to limit the annual net growth at the Records Center. The first year just concluded is well below the net 1,000-foot Directorate targets. A monthly report of volume gains and losses monitors the volume flow and provides advance warning of adverse growth trends.

e. The Board continued work with Records Officers to tighten the file retention time periods in components of the Agency. In this reporting period the Control Schedules for more than 700 different office files in 22 components have been revised. Since the Board was established in 1968 some 2,280 scheduled file items were reviewed and revised as part of the purge effort.

f. To ensure control of records volumes on the office side of the storage problem, requisitions for file equipment have been reviewed. In this reporting period justifications were screened on requests for 161 pieces of file equipment valued at more than \$100,000 and evaluations made on 10 requests for secure areas.

5. Another major recommendation in the Board's 30 April 1969 report was for the Agency to embark on a massive microfilm campaign. The Board members have stimulated microfilming efforts in all components. The growing results were summarized in the Board's special report to you on 5 November 1971 and in our last Semi-Annual Report on 14 January 1972. In this reporting period the microfilm campaign had these additions:

a. The DDP has upgraded its Microfilm Section to a Branch status because of the increasing requirement for microphotography. A TDY team is in [REDACTED] purging files in preparation for the introduction of a microfiche system. A RMO Development Complement has been established in the DDP to train new Records Officers in microfilm systems and other elements of the Records Program.

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b. In DDS the conversion of files to microfilm continues to eliminate hundreds of feet of records in the Offices of Finance, Communications, and Training. Pilot

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projects are underway to test microfilm applications in the Security and Medical files. The Cable Secretariat transfer from DCI to Office of Communications involved a much reduced volume of records because of the 600 feet of Cables Files converted to microfilm these past two years. The Support Services Staff continues to furnish microfilm systems training Agencywide, review equipment and systems requests, and has plans to enlarge its Microfilm Branch. Four new computer output microfilm (COM) systems were started in this period. The Data Management Center reported 15 COM systems at present.

c. The DDS&T reported a new microfilm camera purchase and continued filming progress in FMSAC and ORD on the telemetry and R&D files. Other agencies in the Intelligence Community are examining the FMSAC concept for microfilming telemetry analogs.

6. The fourth item recommended in the Board's report of 30 April 1969 was for increased top management support of the overall Records Program and senior officer involvement in the selection of qualified Records Officers to implement the Program in the components. Our Board members anticipate that the new senior officer Records Management Board and your new Special Assistant for Information Control will help to satisfy that proposal.

7. Having successfully completed our charter assignment to reduce the volume in the Records Center as well as to develop additional Records Program improvements this Board closes its books wishing the new Board well with the unending, ever-increasing challenges of Information and Records Control.



Chairman
CIA Records Management Board

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